researchmap

researchmap User Manual

April 1, 2014

Japan Science and Technology Agency

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STEP-1

1 Let's first visit the researchmap website

Display example of the opening page of researchmap website

First, let's visit the researchmap website. To visit the website you can either,

- input http://researchmap.jp into your browser
- search for "researchmap"

The opening page of researchmap website will look like the screenshot above.
Please note that since the articles and photos of the opening page are periodically updated, the appearance will not appear exactly the same.

2 Try searching for yourself using the researcher finder

- Researcher finder button is on the top left of opening page of the researchmap

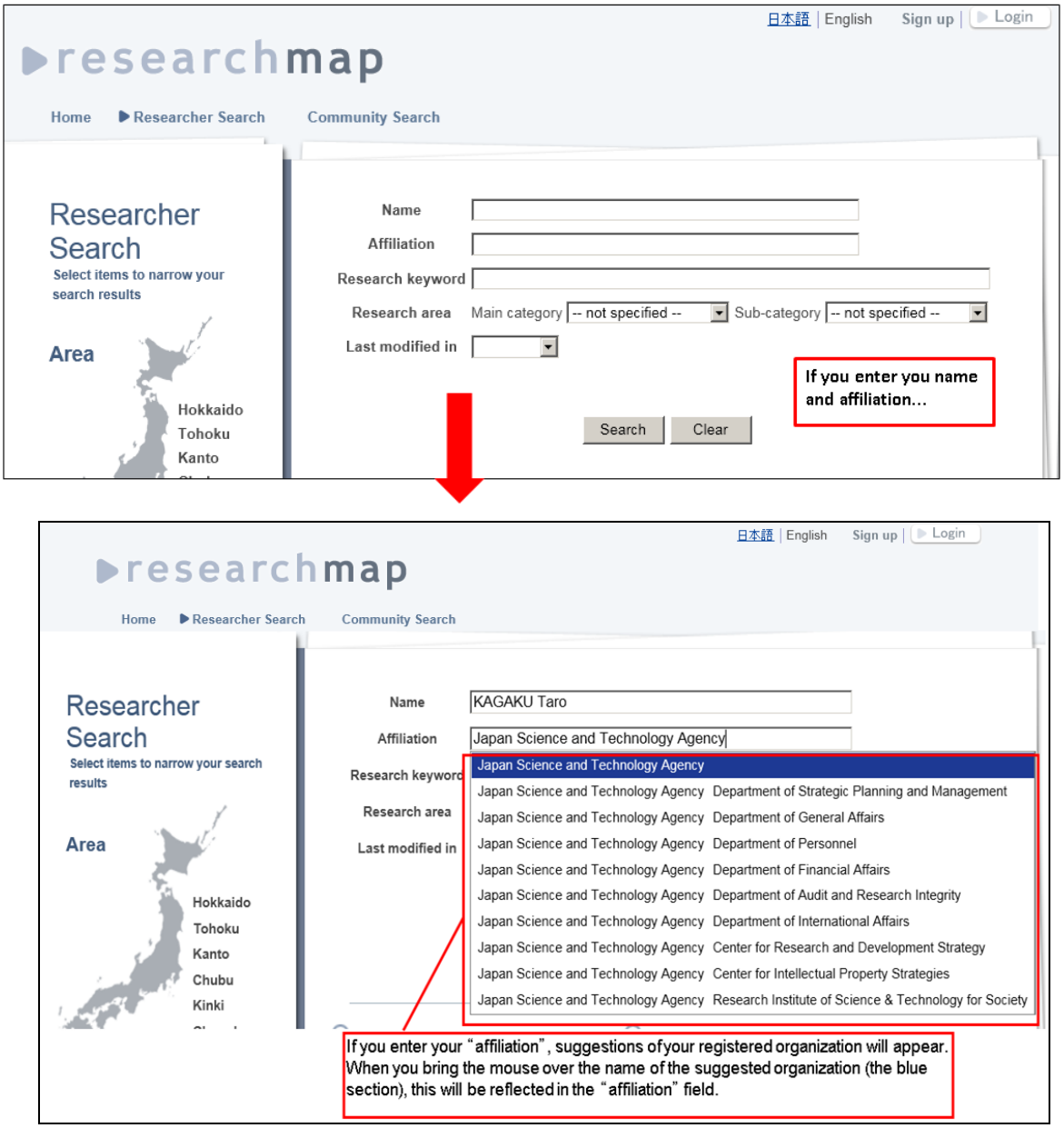
Using the researcher search function of the researchmap,
please check whether you have an ID with researchmap.

Even when you have not registered as a user with researchmap, if any of the following apply, those user IDs will be automatically inherited by researchmap, to create your personal page as a researcher.

1. You had a user ID with ReaD run by Japan Science and Technology Agency (JST).
2. You had a user ID with Researchmap run by National Institute of Informatics (NII).
3. The institution you belonged to in the past used the “Exchange Data System” of the researchmap (or ReaD).

If you click on the “Researcher Search” on the top left of the opening page, then the researcher search page will be displayed.

Researcher Search page


日本語 | English Sign up | Login
researchmap
Home
Researcher Search
Community Search
Researcher Search
Select items to narrow your search results
Area
Hokkaido
Tohoku
Kanto
Name
Affiliation
Research keyword
Research area
Main category
-- not specified --
Sub-category
-- not specified --
Last modified in
Search
Clear
If you enter you name and affiliation...
KAGAKU Taro
Japan Science and Technology Agency
Japan Science and Technology Agency
Japan Science and Technology Agency Department of Strategic Planning and Management
Japan Science and Technology Agency Department of General Affairs
Japan Science and Technology Agency Department of Personnel
Japan Science and Technology Agency Department of Financial Affairs
Japan Science and Technology Agency Department of Audit and Research Integrity
Japan Science and Technology Agency Department of International Affairs
Japan Science and Technology Agency Center for Research and Development Strategy
Japan Science and Technology Agency Center for Intellectual Property Strategies
Japan Science and Technology Agency Research Institute of Science & Technology for Society
If you enter your “affiliation”, suggestions of your registered organization will appear. When you bring the mouse over the name of the suggested organization (the blue section), this will be reflected in the “affiliation” field.

On the Researcher Search page, please enter the full name in the researcher name field and click the search button.

When there are several researchers with the same name, you can carry out an advanced search by entering the affiliation details.

※Sometimes the data listed in researchmap can be old. Therefore please check by entering your past affiliations.

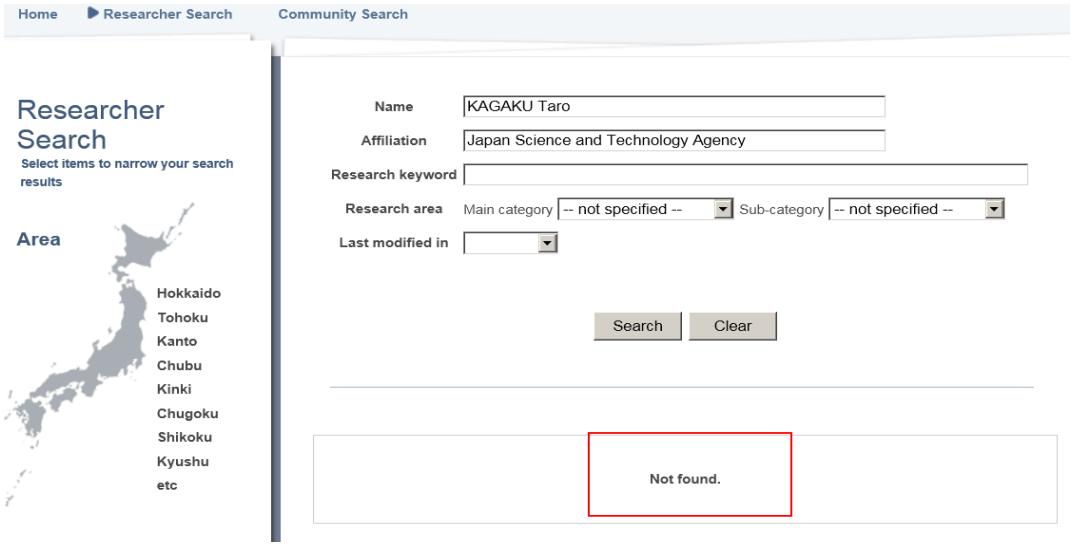
Results of the search using the Researcher Search Page…

The Researcher Search result can be displayed in 4 different ways.

1. The display shows “Not found”

When this shows you are not yet registered with researchmap.

Please register as a user on researchmap, by looking at 【3】First time registration.



Example of a search result when you are not registered with researchmap

2. The display shows one name card with your name and affiliation

You are already registered with researchmap.

Please click on the name card and display your personal page.

If the information is about yourself, then please login to researchmap by referring to the instructions in【4】Logging in.

3. Apart from the name card with your name and affiliation, another name card is displayed with the same name and surname (or partially the same name)

You may already be registered with researchmap.

Please check your affiliation and then click on the name card and display your personal page.

If the information is about yourself, then please login to researchmap by referring to the instructions in【4】Logging in.

4. Several name cards with your name and affiliation is displayed

Since your ID was carried over from both ReaD and Researchmap, you have duplicate IDs with researchmap.

After logging to researchmap by referring to the instructions in【4】Logging in, please solve the duplicate issue by referring to 【5】Consolidation of duplicate data.

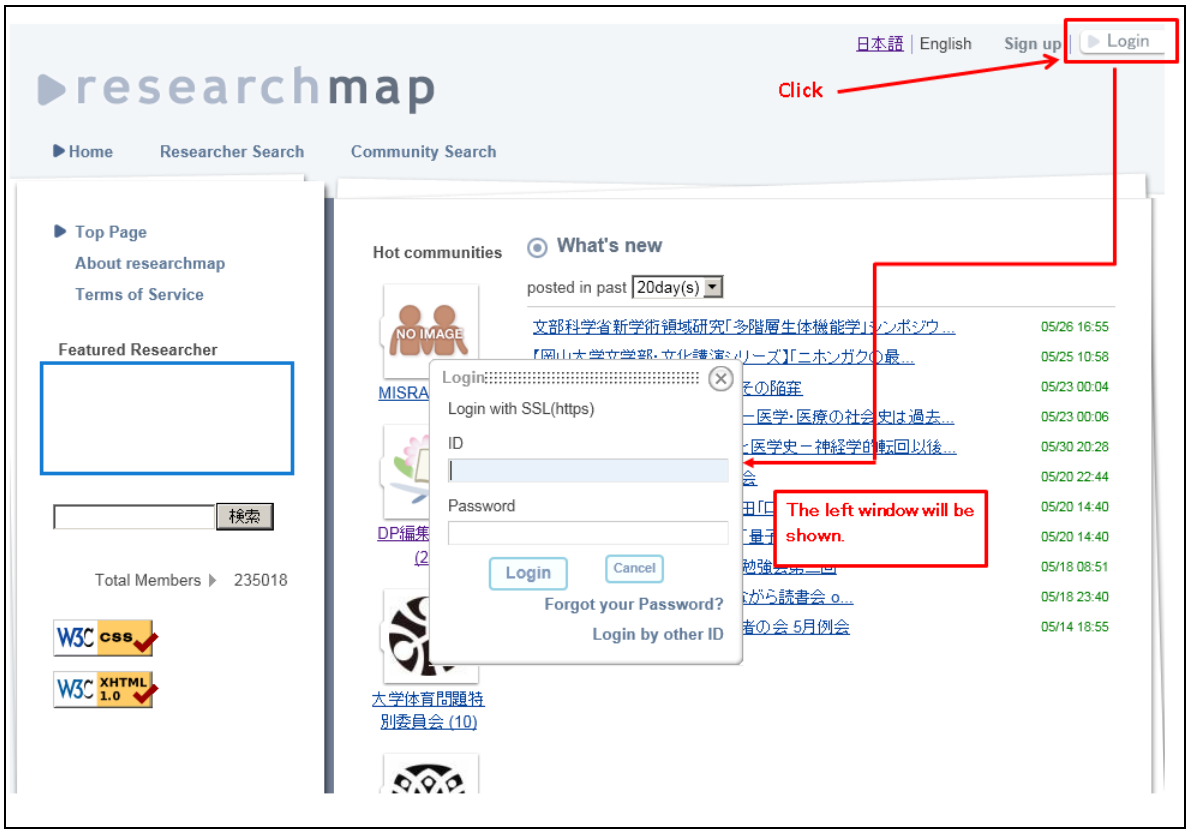
3 How to register with researchmap for the first time

Do you have A Researcher Number for the Grants-in-Aid for Scientific Research (the old Kakenhi Researcher Number)?

The registration method with researchmap depends on whether you have a Researcher Number for the Grants-in-Aid for Scientific Research (eight digit number) or not.

1. When you have a Researcher Number for the Grants-in-Aid for Scientific Research

In this instance, please click on the “Sign up” button on the top right of each page in researchmap. This will open the “member registration” page. Please fill out the page in accordance with the instructions. If you agree to the Terms of use, tick the check box for consent, and then press the confirm button.



2. When you do not have a Researcher Number for the Grants-in-Aid for Scientific Research

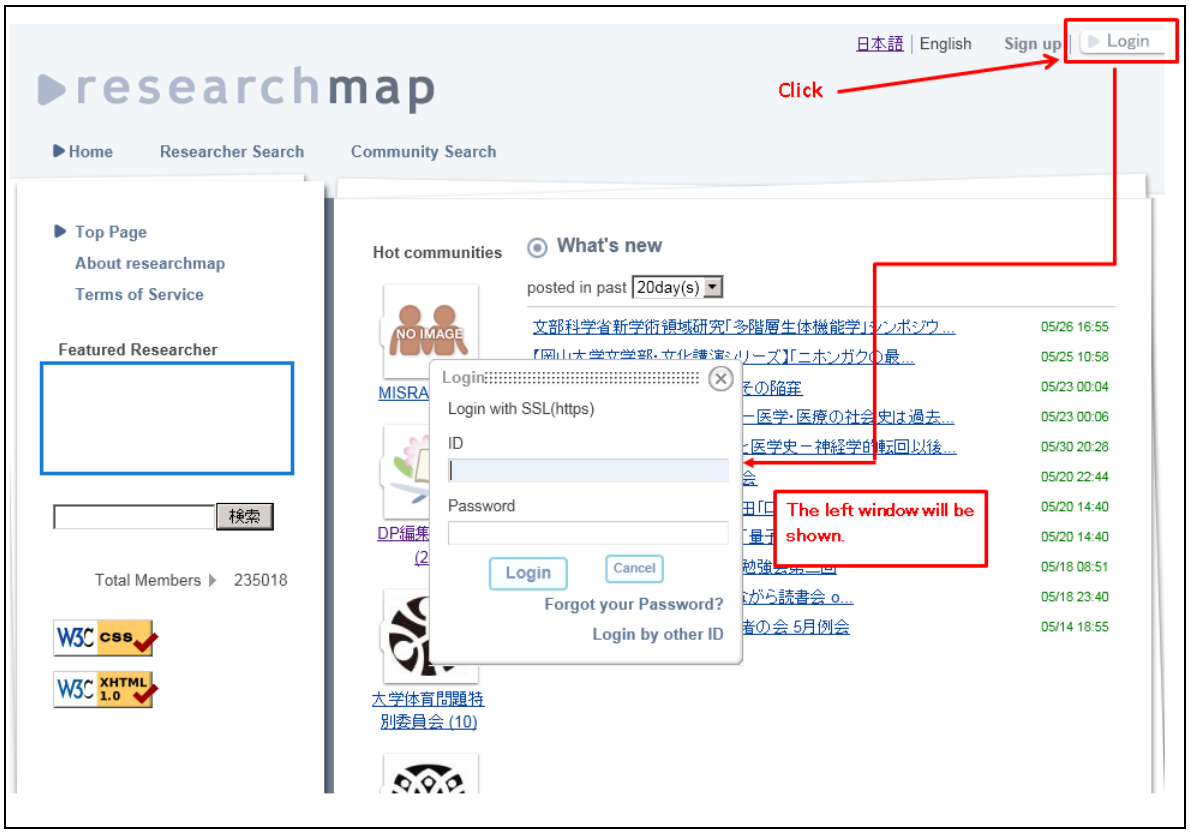
In this instance, you can either register by having a researcher already registered with researchmap send you an “invitation”, or send your achievements such as research papers to the administrative office of researchmap and then register.

On the menu list on the left hand side of the opening page of researchmap, you will find the section “About New Registration”. If you click this, “First Time Registration Form for those who do not have a Researcher Number for the Grants-in-Aid for Scientific Research” will be displayed. Please conduct the first time registration by following the instructions on the form.

For more details on how to register for the first time, please refer to the FAQ page of researchmap and the Operation Manual “About New Registration” . Please note that these pages are displayed in Japanese only.

4 Logging into researchmap

Do you know your login ID and password?



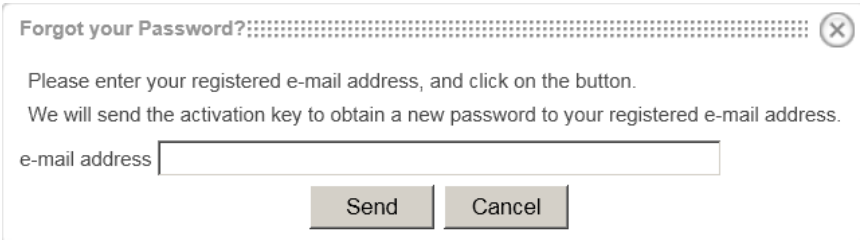
Let's try logging into researchmap. When you click on the "Login" button on the top right, a small login window will appear in the middle of the screen (see above).

What are the procedures when you know your login ID and password?

Please enter your ID and password in the appropriate fields and then click on the “login” button straight below. When the details have been entered properly, this will allow you to login, and your personal page will be displayed. If the login was unsuccessful, there is a possibility that either your ID or/and password were invalid. In such cases, please follow the instructions for “when you don’t know your login ID and password”.

What are the procedures when you don’t know your login ID and password?

In such cases, please select “Forgot your Password?” in the small window for login. This will open a new window. When you enter the email address that you used to register, your login ID information and instructions on how to obtain a new password will be emailed to this address. Please obtain a new password by following the instructions.


Forgot your Password?
Please enter your registered e-mail address, and click on the button.
We will send the activation key to obtain a new password to your registered e-mail address.
e-mail address
Send
Cancel

If by any chance you have lost your password under the following circumstances, then please contact us from the researchmapContact Form.

- I cannot currently use the registered email address.
- I have lost my registered email address.
- I did not register an email address when I registered for the first time with ReaD.

When contacting us using the contact form, please also enter the following information.

- Name of the researcher (full)
- Date of birth (for identification purposes)
- Kakenhi Researcher Number (for identification purposes)
- Email address for registration
- The URL of the researchmap data

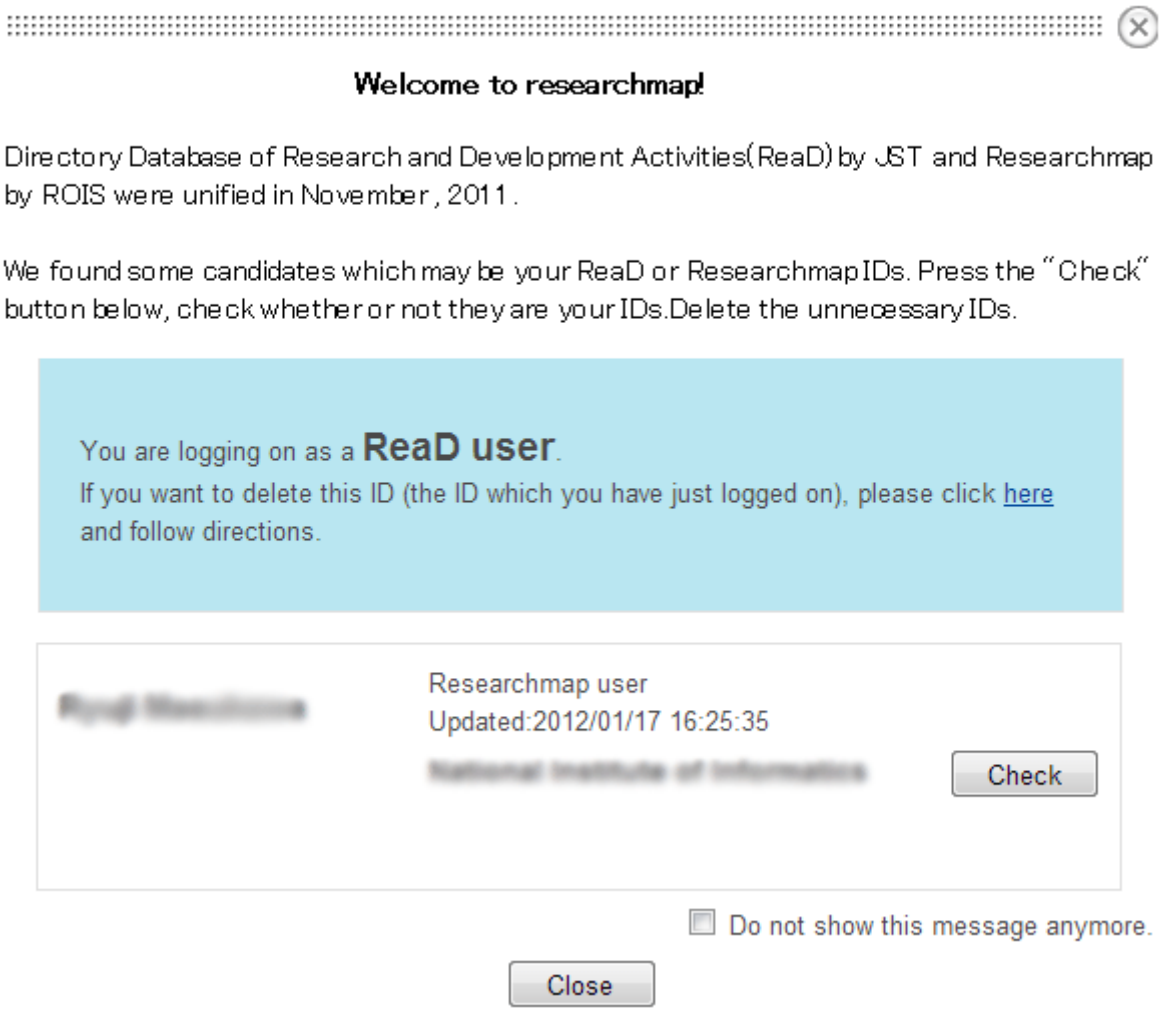
The administrative office of researchmap will send you an email confirming your registration once you have registered your email address.

Once you receive the email, please reissue a new password.

5 Consolidating any duplicate data

■ If you have IDs for both ReaD and Researchmap, please delete one of them.

ReaD and Researchmap were officially unified on November 1, 2011. We are aware that there are at least a couple of thousand people who have more than 2 IDs for both services. If those people login with their Researchmap (or ReaD) IDs, they will see the following screen.


Welcome to researchmap!
Directory Database of Research and Development Activities(ReaD) by JST and Researchmap by ROIS were unified in November, 2011.
We found some candidates which may be your ReaD or Researchmap IDs. Press the "Check" button below, check whether or not they are your IDs.Delete the unnecessary IDs.
You are logging on as a ReaD user.
If you want to delete this ID (the ID which you have just logged on), please click here and follow directions.
Researchmap user
Updated:2012/01/17 16:25:35
Check
Do not show this message anymore.
Close

This screen indicates that the person is currently logging in with a Researchmap ID, and is also registered under a different ID using the same Kaken Researcher Number, the same email address, the same affiliation and same researcher name. In other words, duplicate data has been found.

* When duplicate data is discovered after logging in with a ReaD ID, a text will appear in the blue box indicating “You are currently logged in as a ReaD member.”

researchmap and e-Rad (Cross-ministerial R&D Management System) entered into a partnership in 2013.

If the researchmap ID is correlated to the e-Rad ID on a one to one basis, the information registered with researchmap can be used as the application data for e-Rad, and the information registered with e-Rad can be used as the information for researchmap.

* Once entered, the data is circulated, and can be repeatedly used repeatedly.

When there is duplication of the Kaken Researcher Number or the email address, data cannot be updated on researchmap. To avoid any inconvenience and to enable effective use of information, if you have duplicate data, please consolidate your ID as soon as possible.

How do you consolidate data?

Export necessary data from the ID with low priority, leave the ID with the highest priority, and import the downloaded and saved data.　Subsequently, once you have ensured that your data has been accurately imported, we recommend you to delete the ID with low priority.

How do you export and import data?

You can export or import data by clicking on the【edit】button on the “my portal” screen that appears after you log in.

When you click the【edit】button, the【Profile & Settings】tab, the【Curriculum Vitae】tab, and the【authority setting】tab will be displayed.

You can export or import data by clicking on the【edit】button of each category on the【Curriculum Vitae】tab. Here we will click on the “edit” button of the “Research keyword”.

【Export】　Click on 1) in the sample screen below

Export the data into CSV files.

CSV files are based on a file format that consists of sequence of characters separated by commas (,) and separators. With a PC installed with Microsoft Excel, this file will activate Excel. The comma separator will be the cell separator.　Since CSV files only have text information, you can browse or edit using text editors such as Memo Pad.

【Import】Follow the procedure 2) in the sample screen below

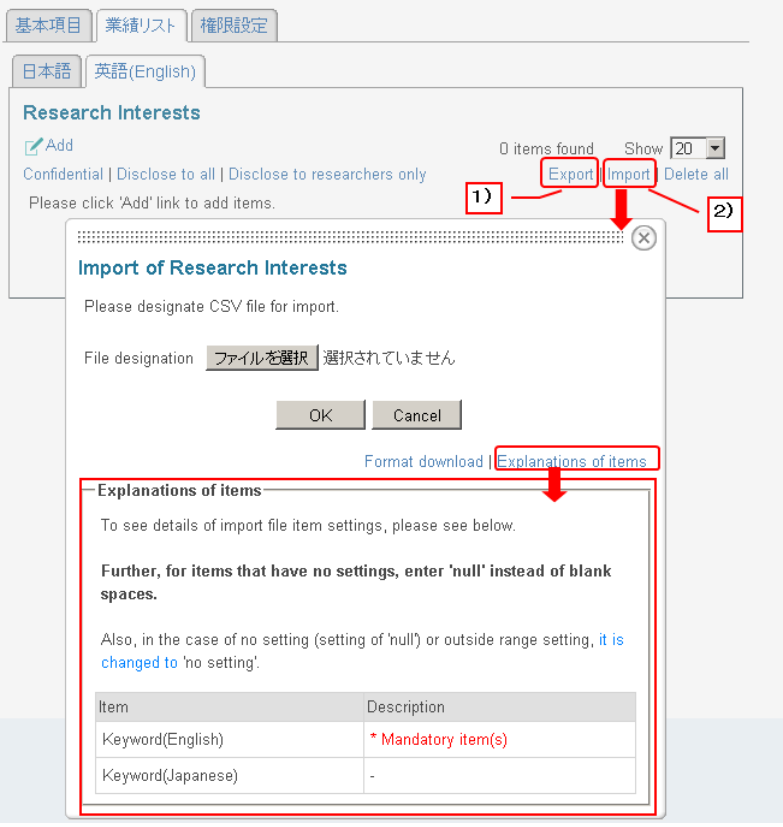
You can download the data using CSV files in one stroke.

Firstly, please click【export】and store a CSV file that is compatible with the specification of researchmap locally on your PC. Open the downloaded file and create original data.

After you have created the file, import this file onto researchmap.

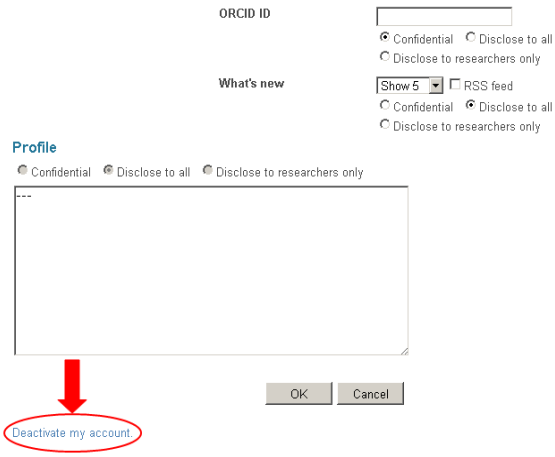
*If the format of the file you created is incorrect, an error message will be displayed when you import. Furthermore, when the required data is missing, or the Curriculum Vitae data is the same, the import will not be carried out.

When you click on【Explanation of items】, a detailed description of the import settings will be displayed.



How do you remove yourself (deactivate your account)?

If the aforementioned Researchmap ID is of low priority, after logging into Researchmap, proceed to the cancellation procedure from the edit button.



However, please note that when you delete your Researchmap ID, the following data that was registered for the ID will be deleted.

- Base items and CV data
- Research blogs and research material
- Participation right to the community
- Information saved on “My Page”
- Sending and Receiving records of private messages

When deciding whether to delete the ID for ReaD, and not the ID for Researchmap by checking the content, please click the “check” button indicated on the right side of the ID that has been displayed as the duplicate ID.
This will display the registration information of the ID concerned. After viewing the information and you judge it is unnecessary, please click the “Deactivate my account” button. You will be prompted to enter the ReaD ID and password that you wish to delete. Enter both data and carry out the deletion.
If you have forgotten your ID and password, go to “Forgot your Password?”. The ID and password will be resent to the email address you registered for the ReaD ID. Login using the ID and password sent to you, confirm whether the ID was the one you want to delete on the screen, and then proceed to the cancellation procedure.

When the password cannot be reissued by email, due to reasons such as the lack of maintenance of the ReaD ID, please contact the administrative office of researchmap using the contact form.　If you are contacting researchmap using the contact form, please refer to “What are the procedures if you don’t know the login ID and password? ” in ”【4】Login to researchmap ”.

What happens when you have several IDs for researchmap, and leave them as they are?

researchmap has started information integration with e-Rad. Down the road, there will be a possibility of system integration with other systems such as University Researcher Directories and University Researcher Database.
In such instances, if there are several researchers with a specific Researcher Number, this will confuse the system.
In addition, anyone with a duplicate ID with ReaD and Researchmap cannot edit their base data (password, affiliation, profiles, etc.) when the same Kaken Researcher Number is registered.
Researchers with a duplicate ID are urged to consolidate their ID as soon as possible.
Furthermore, as long as you have a duplicate ID, you are left out of the distribution cycle of research information connected with e-Rad and so forth, which may lead to inconvenient situations such as the need for procedures that should be unnecessary or the need for manual input.
As regards what kind of inconvenient situations could arise, we will be updating you on this page later on.

Information registered with researchmap will be …

published on researchmap.
The information that was registered for disclosure will be published on J-GLOBAL.

How to contact us regarding the researchmap

Preparation of the User Manual

This User Manual was created by the Japan Science and Technology Agency, by adding partial content to the User Manual created by Hokkaido University.

We would like to express our sincere gratitude to Hokkaido University for their cooperation.

Usage of the User Manual

Since any institution can add or amend content using the Word files of this User Manual, the institutions can use it as a User Manual created by their own institution.

Revision of the User Manual

First Version	June 28, 2013
Revised edition	August 2, 2013
Revised edition	October 18, 2013
Revised edition	April 1, 2014

Contact information for inquiries regarding researchmap

Japan Science and Technology Agency
researchmap Administrative Office
https://researchmap.jp/public/inquiry/?lang=english

Japan Science and Technology Agency